## CITY OF SAUSALITO DESIGN REVIEW PERMIT, CONDITIONAL USE PERMIT, AND VARIANCE APPLICATION SUBMITTAL REQUIREMENTS

Updated May 17, 2016

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<u>Ge</u>	neral Requirements				
	Application fees.				
	Letter from applicant with a <u>detailed description</u> of the proposed project.				
	Application Submittal Requirements Checklist with a signed certification on Page 4.				
	Appropriate Application forms signed by the <u>property owner</u> and <u>project applicant</u> .  1. <b>General Application</b> Form  2. <b>Zoning Permit Application</b> with project summary table (back page) completed				
	Required sets of <u>full size plans</u> (24"x36"), of black or blue line on white stock, <b>folded</b> to a maximum size of 9"x14" with the <b>title block displayed</b> , of a scale not less than 1/4" = 1'-0" for single-family residential. 1/8" = 1'-0" for all multiple-family residential, commercial and industrial, (see Page 5 to determine the number of required plans).				
	Required sets of <u>reduced plans</u> (11"x17") ( <b>see Page 5 to determine the number of required plans</b> ).				
	One set of <u>letter-sized plans</u> (8.5"x11").				
	Electronic copy of <u>all</u> materials on a CD with project plans in a single file.				
	Letter identifying known agencies with regulatory authority over the property, such as the Bay Conservation and Development Commission (BCDC), Bay Area Air Quality Management District, or Golden Gate National Recreation Area.				
Re	quired Reports & Documents				
	TITLE REPORT: verifying the description and vestees (not required if use is to be conducted in existing structure and no structural changes are proposed).				
	PHOTOGRAPHS and other graphic material necessary or useful to understand the characteristics and impacts of the project.				
	NEIGHBORHOOD OUTREACH DESCRIPTION prepared by the applicant. The description shall include how neighborhood outreach was conducted, dates neighbors were contacted, any meetings held, the specific concerns of neighbors and how those concerns were mediated (through changes to the proposal, site visits, etc.)				
	GEOLOGICAL RECONNAISSANCE or SOILS REPORT: prepared by a California registered Civil Engineer or an Engineering Geologist <u>may be required</u> by the City Engineer, which shall include a detailed subsurface investigation of the proposed development site.				
	ARBORIST REPORT by a certified or consulting arborist <u>is required</u> with a Tree Removal Permit application.				
	COLORS AND MATERIALS BOARD. The Material Sample Board must contain samples of the actual material (e.g., paint chips, wood or cementitious siding, awning material, sign components) with the exception of masonry paving materials and roofing materials which may be portrayed by photographs.				
	For VARIANCES: an explanation of how each finding specified by Section 10.68.050 (Findings) can be made.				

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	For CONDOMINIUM projects: a letter or authorization from an applicable Home Owners' Association (HOA) authorizing the improvements proposed.			
<u>Pro</u>	oject Plans Requirements			
Pro	ject Plans MUST have the following information:			
	The title page of the project plans shall include:  Index of all sheets Project Summary Table			
	☐ Each sheet in the proposal plan set shall include: ☐ Date of submission or re-submission ☐ name and address of the applicant and owner ☐ Address and APN of the project site or property ☐ A north arrow on plan view renderings ☐ Drawing scale			
	A VICINITY MAP showing the relationship of the project to the uses, structures, parking, etc. of neighborhood (within 100 feet).			
	A TOPOGRAPHIC AND BOUNDARY SURVEY that is sealed/wet stamped and signed by a licensed surveyor of qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965) may be required by City staff.			
	FLOODPLAIN INFORMATION applicable to the site			
	DEMOLITION PLANS clearly indicating those areas of the following that are to be removed entirely, to be removed and replaced, and that are to remain untouched:  Floors, ceilings and/or roofs Interior and exterior walls			
	STATEMENT OR PRELIMINARY PLAN indicating whether or not the proposed utility improvements will require modification to the existing electrical service equipment and trigger Sausalito Municipal Code Section 18.08.020 which requires overhead electrical and communication service drops be placed underground when the main electrical service equipment (including the panel) is relocated, replaced, and/or modified. If undergrounding is required, as part of the application's completeness review, the applicant shall work with affected utility companies to provide plans to the City for undergrounding of the utility services. Project plans shall be designed to avoid additional overhead lines, poles and/or transformers (i.e., potential view impacts) thereon to comply with Sausalito Municipal Code Section 18.08 Underground Electrical Wiring and Facilities. If additional overhead lines, poles and/or transformers are required, visual simulation(s) of the equipment from various viewpoints shall be provided during the application's completeness review.			
	Will there be an increase in the electrical energy of the structure(s) (e.g., amps increased)? YesNo  Will the main electrical service equipment be modified?YesNo  Will there be any new aerial wires and/or related electrical components (e.g., transformers)?			
	YesNo Note: Any utility improvements that have the potential to impact primary views from surrounding properties will require Planning Commission Design Review.			

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	A SITE PLAN indicating the following: Parcel dimensions, including bearings (metes and bounds of all property lines shall be labeled).
	Existing and proposed plans shall be shown side-by-side. Side-by-side plans may be shown in reduced scale if necessary and shown in larger scale on separate pages if necessary.
	All existing buildings, structures and signs: location, size, and existing uses, including the location and use of the nearest structures on adjacent property. Call out distances between structures on the subject property and those on adjacent properties. Identify outdoor spaces used by
	neighboring residential properties and the location of windows on neighboring properties with primary views.
—	All proposed buildings, structures and signs: location, size, and proposed uses, including the location and use of the nearest structures on adjacent property.
	Existing and proposed site drainage to the final termination point. Applicant shall demonstrate that the existing system is in good condition and has the capacity to handle the change in runoff quantity.
—	Dimensioned yards and open spaces between buildings and nearest property lines.  Location of walls and fences with materials of construction and heights from averaged grade called out.
	Access and off-street parking: location, number of spaces and dimensions of parking areas, internal circulation pattern and points of ingress and egress for pedestrian and vehicular traffic, aisle and driveway
	widths. Loading: location, dimensions, number of spaces, and internal circulation.
	Location, width and purpose of all existing and proposed public and private easements on the property. dedications and improvements required by the City shall be clearly indicated in terms of locations, area and dimensions.
—	Exterior lighting: location and general nature, hooding devices.
	Location, size, nature and use of all machinery, equipment, or materials to be erected, maintained or stored on the property exterior to any building.
_	Existing and proposed streets (including edge of pavement including width of right-of-way), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development. Existing easements as listed on the title report and proposed easements.
_	Locations and species of existing trees on private property over 12 inches in circumference at 4.5 feet above the ground and location of all trees on City property.
—	Demonstrate that the project is compliant with accessibility. For example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown.
_	Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.
	ROOF PLAN showing roofing materials to be used, direction of roof slope (indicated by downslope arrows), and roof pitch.
	EXISTING ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and general treatment with the following indicated (Note: Existing and proposed plans should be shown side-by-side):
—	Existing natural grade.  Average natural grade (see Section 10.40.060).
	Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060A-D for regulations on level and sloped parcels).
	Maximum height of structures, shown with real elevation numbers and actual height. Property line.
PRO gen	DPOSED ELEVATIONS of all four sides of all structures (including walls and fences) indicating their form and deral treatment with the following indicated (Note: Existing and proposed plans should be shown side-by-
—	Existing natural grade.
_	Average natural grade (see Section 10.40.060). Maximum allowed height from average natural grade, shown with real elevation numbers and actual height (see Section 10.40.060).
_	Proposed maximum height of structures, shown with real elevation numbers and actual height.  Property line.

	Design Review Permit, Cond	litional Use Permit and Variance	Application Submittal Requirements	
	FLOOR PLANS of all floor levels	clearly indicating access, circula	tion, labeling of proposed uses.	
	relation to the proposed develop original grade, extent of any exc	ment, indicating the heights of avation, hillside cut, screening,	features and neighboring structures in the buildings, structures, fill, etc., from the existing and proposed grades, relations of tts on views of development from	
_	angle of all banks, and the propo- following maximum intervals: Ten foot contour interval for gro Five foot contour interval for gro	osed drainage system. Contour und slope over fifteen percent ( und slope below fifteen percent e based upon lower low water o	intity and extent of cut and fill, the slope lines of existing grades shall have the 15%).  (15%).  (atum for any property below an elevation of the slope and the slope are slope and the slope and the slope are slope as the slope are slope are slope as the slope are slope as the slope are slope as the slope are slope are slope as the slope are slope are slope as the slope are slope as the slope are slope are slope are slope as the slope are slope	of
	location of significant existing ar Method, type and extent of irriga	d all proposed plants. Scientification system. Location of all exis	not occupied by structures. Size, height and and common names of plants. Street trees sting trees and tree clusters with centage of total lot area to be landscaped.	d
	change in building footprint, roo or removed to erect story po Story poles shall be installed who Story poles shall be certified by a The installed story poles shall be form. Roof outlines shall include Appendages such as dormers, but the potential to impact neighbor railings. The story pole plan shall show the Story poles shall be installed at I and be removed 10 days after a made by the review authority. The story poles shall be marked	f elevation or building bulk. <b>NO les without a tree removal desert there is any change in build a registered land surveyor or cive connected by a bright colored ridgeline connecting to each burys and decks need not be showing properties. Story poles at detection of the connecting taleast fourteen (14) days before a final approval or denial of the a in one (1) foot increments.  or projected development of ar</b>	ng footprint, roof elevation or building bulk ril engineer. tape in such a manner as to outline the roof ilding corner at finish roof elevation. In unless, in the opinion of staff, they have to be calculated as a continuous shall extend to the top of the ope and respective elevations. In noticed public hearing on the application pplication, or within 60 days of no action of the contiguous land in the same ownership	f
type	<b>PDITIONAL INFORMATION:</b> A se, specified or requested by the Cescribed by resolution of the Plann	Community Development Director	maps required by a particular application or or City Engineer or other departments, or	-
I he	ormation required for this initial ev	valuation to the best of my abili correct. I also guarantee City sta	ched exhibits present the data and cy, and that the facts, statements, and off and representatives access onto and	
Nar	me (please print)	Signature	Date	

## CHECKLIST TO CALCULATE THE REQUIRED NUMBER OF PLANS TO INITIALLY\* SUBMIT

For each agency use this checklist to calculate the number of plans to initially submit. The number of plans required will depend on the scope of work proposed.

2 Planning Staff
□ 2 Sets
Building Official
1_City Engineer1 Set
1 Fire Department
□1 Set
Historic Landmarks Board
2 or 5 Sets <b>IF</b> the project involves a structure older than 50 years or the project is located in the Downtown Historic District or the project is on the local, state or national register of historic places (Planner to advise)
Sausalito - Marin City Sanitary District
☐ 1 Set <b>IF</b> new residential or commercial units are proposed or when project proposes a connectio to the District interceptor
Marin Municipal Water District
$\square$ 1 Set <b>IF</b> the project involves any demolition or construction
San Francisco Bay Conservation and Development Commission (BCDC)  1 Set IF project is along the shoreline
Bay Area Air Quality Management District
1 Set <b>IF</b> project involves negative declarations, environmental impact reports/statements, rezoning, general plan amendments, planned unit developments, tentative maps/subdivision maps and any application with an industrial component
Golden Gate National Recreation Area (GGNRA)
$\square$ 1 Set <b>IF</b> project is adjacent to the GGNRA
Department of Fish and Game
$\square$ 1 Set <b>IF</b> project site contains a creek or is adjacent to a creek
Other:
TOTAL NUMBER OF PLANS REQUIRED TO INITIALLY* SUBMIT

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<sup>\*</sup> Planning Commission review will require <u>up to seven additional</u> full-size and <u>up to seven additional</u> 3-hole-punched, reduced-size (11"x17") sets of plans once plan is deemed complete. Joint review projects with the Historic Landmarks Board will require additional sets to these requirements.

## STORY POLE PLAN REQUIREMENTS

- 1. Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.
- 2. Story poles shall be certified by a registered land surveyor or civil engineer. Other qualified professionals, such as an architect, may certify the location of the story poles if such measurement is made from a point which can easily be verified in the field, such as the finished floor of an existing structure.
- 3. The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridgeline connecting to each building corner at finish roof elevation. Appendages such as dormers, bays and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of the railings.
- 4. The story pole plan shall show the location of the connecting tape and respective elevations.
- 5. Story poles shall be installed at least ten (10) days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
- 6. The story poles shall be marked in one (1) foot increments.